



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

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OPNAVNOTE 5430
Ser DNS-32/5U838607
20 July 2005

OPNAV NOTICE 5430

From: Chief of Naval Operations

Subj: CHANGE TO THE ORGANIZATION OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV), VICE CHIEF OF NAVAL OPERATIONS AND DIRECTOR, NAVY STAFF (DNS)

Ref: (a) OPNAVNOTE 5430 Ser N09B16/2U529130 of 21 Apr 02
(b) OPNAVINST 5430.48D

Encl: (1) Director, Navy Staff (DNS) Organization Chart
(2) Disestablishment of N09B Staff Codes and Alignment of Functions to New DNS Codes
(3) Mission and Functions of Assistant for Legal and Legislative Matters, N09D
(4) Mission and Functions of Executive Secretariat, DNS-1
(5) Mission and Functions of Executive Decision Management Office (EDMO), DNS-2
(6) Mission and Functions of Director of Management, DNS-3
(7) Mission and Functions of OPNAV Command Information Office (OPNAV CIO), DNS-4
(8) Mission and Functions of DON Records Management Office, DNS-5
(9) Mission and Functions of DON Program Information Center (DONPIC), DNS-6
(10) Mission and functions of DNS Staff Offices

1. Purpose. To announce changes to the organization of the Office of the Vice Chief of Naval Operations and Director, Navy Staff (DNS) and to define DNS' roles, responsibilities and relationship with OPNAV Principal Officials (OPOs).

2. Organization of the Office of DNS

a. Reference (a) announced a realignment of the OPNAV staff, replacing the "N09B" designator with the "DNS" designator. Reference (a) expanded the role of DNS to include the coordination and synchronization of internal Navy Staff processes and actions, in support of the Chief of Naval Operations (CNO) and the Vice Chief of Naval Operations (VCNO), and aligned the relationships of the OPNAV Principal Officials (OPOs).

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b. Enclosure (1) reflects the restructured DNS organization and assigned codes. Enclosure (2) reflects previous N09B functions and codes as they have been realigned within DNS.

c. The Assistant for Legal and Legislative Matters, N09BL, is realigned from office of DNS to office of the Vice Chief of Naval Operations as N09D. Title remains the same. Enclosure (3) contains the mission and functions of N09D.

d. As part of the realignment, the following organizations provide additional duty support to DNS:

(1) DNS oversees the Navy's Senior Executive Service (SES) Plan. As such, he/she is assisted by the Deputy CNO (Manpower, Personnel, Training and Education) (N1/NT) and a senior SES on the OPNAV Staff, as designated, in the execution of the SES Plan and SES policy and program management. In addition, N1/NT provides civilian personnel management services for the OPNAV Staff.

(2) Deputy CNO (Plans, Policy and Operations) (N3/N5) provides DON Continuity of Operations (COOP) policy and OPNAV COOP planning.

(3) N09D, Assistant for Legal and Legislative Matters provides advice and assistance to DNS and OPNAV for those legal, legislative, organizational, and disciplinary matters affecting the OPNAV staff.

3. Mission and Functions of DNS. The Director, Navy Staff is, by position, the senior O9 on the OPNAV Staff. In order to keep senior Navy leadership informed, DNS is responsible for supervising, coordinating, supporting, and administering the work of the Navy Staff. Specific responsibilities and functions are:

a. Supervises and provides guidance to the Navy Staff in the execution of current Navy policy and priorities as established by the Chief of Naval Operations.

b. Provides guidance to Echelon 2 commanders in support of Navy policy and priorities as established by the Chief of Naval Operations.

c. Directs the DON Program Information Center (DONPIC) and Navy Staff in preparation for Congressional testimony for senior Navy leadership, coordinates responses to Congress via the Office of Legislative Affairs (OLA) (authorization matters) and Office of Budget (FMBE) (appropriations matters), and ensures these Congressional requirements are consolidated and provide a consistent, single DON perspective.

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d. Supports the Secretary of the Navy and the Chief of Naval Operations in their efforts to ensure that the contributory missions, roles, and capabilities of the Navy and Marine Corps in support of the United States maritime and defense interests are fully and accurately portrayed to the American public, the media, and government officials.

e. Ensures that all Navy Staff directorates fully and effectively coordinate with the Office of the Secretary of the Navy (SECNAV).

f. Establishes the Program Objectives Memorandum (POM) process timeline by developing and coordinating all aspects of the agenda, briefing schedules, and attendance for CNO executive decision-making fora.

g. Schedules and assists with Navy Requirements Oversight Council (NROC), Navy and Marine Corps Boards (NMCB), BIG-10, BIG-12, Corporate Business Council (CBC) and other decision-making fora.

h. Serves as the chair of the 3-star Board of Directors.

i. Coordinates all Corporate Board schedules, topics, and attendees; records and distributes board minutes, assigns tasks and consolidates responses/feedback for further review.

j. Coordinates all U.S. Naval Academy Executive Steering Group schedules, topics, and attendees; records and distributes board minutes, assigns tasks and consolidates responses/feedback for further review.

k. Acts as liaison between directorates and CNO/VCNO for topics for the CNO Morning Meeting (CMM) and Daily Wrap-up.

l. Conducts weekly N-Code meetings for discussion of action items, and the free and open exchange of information.

m. Assists the VCNO in discharging organizational and managerial responsibilities.

n. Acts as the Navy Staff single entry point for coordinating Echelon 2 recommendations for changes in the structure and composition of Navy shore activities and operational fleet units, and for dissemination of approved Navy organizational changes.

o. Manages all changes to the Navy Staff Headquarters organization that involve the addition or deletion of directorates and their division and supporting offices or changes to directorate's Pentagon reservation configuration.

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p. Provides central tasking and tracking for coordination and synchronization of responses to actions assigned to the Navy Staff Headquarters and various Echelon 2 commands through the Navy Staff Executive Secretariat/Central Tasking and Tracking Authority. DNS works closely with N3/N5 to ensure timely and appropriate responses to Joint Staff Actions.

q. Provides a single point of coordination for external organizations and acts as liaison between the CNO and various nonmilitary government agencies.

r. Ensures continuity of essential Navy Staff functions and operations during disasters and national emergencies.

s. Oversees the Navy's Senior Executive Service Plan.

t. Establishes requirements for military and civilian positions within the Navy Staff and ensures the proper selection and detailing of personnel to and within the Navy Staff. As appropriate, DNS arbitrates for the Navy Staff in filling senior positions within the offices of the Secretary of Defense; Chairman, Joint Chiefs of Staff; and Secretary of the Navy.

u. Oversees assigned comptroller responsibilities of Director, Field Support Activity.

v. Serves as Commander, OPNAV Support Activity.

w. Serves as Resource Sponsor for Navy Support and Administration.

x. Acts as Command Assist Official (CAO) for assigned Echelon 2 activities. Responsibilities include: advise CNO on matters affecting assigned activities which require CNO's attention; serve as the adviser and assist assigned Echelon 2 activities in solving mission-related matters; conduct command inspections as assigned under the approved Naval Command Inspection Programs; ensure action is taken on correcting specific or systemic deficiencies identified in transfer of command reports; ensure mission and function statements of assigned activities are developed and maintained current; and assist the CNO in recognizing the level of performance of the heads of assigned activities. OPNAV CAO Echelon 2 assignments are promulgated in reference (b).

y. Serves as Immediate Superior in Command (ISIC) and primary fitness report authority for the Commanding Officer, USS CONSTITUTION.

z. Coordinates business process initiatives through the Functional Area Managers (FAMs) and serves as the Administrative FAM.

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4. Absence of CNO and VCNO/DNS

a. In the dual absence of CNO and VCNO, the Director, Navy Staff will be Acting CNO.

b. In the absence or disability of DNS, the senior available line officer in the Navy Staff will act as the DNS, as directed by VCNO. The DCNO (Resources, Requirements and Assessments) (N8) will chair all program and budget fora.

5. DNS Staff Organization

a. Deputy Director, Navy Staff (DDNS). Per reference (a), the Deputy Director is an SES or 1-Star position and the incumbent assists the Director, Navy Staff in carrying out his/her duties and responsibilities. Duties include:

(1) Directs Management Control Program (MCP) activities for Navy Staff and through the OPNAV Principal Officials, provides oversight to Echelon 2 activities in support of CNO's annual certification requirement.

(2) Directs all personnel resource allocation within the Navy Staff.

(3) Serves as the Navy Staff Liaison to the Assistant for Administration, Under Secretary of the Navy (AAUSN).

(4) Assists DNS, in functions assigned by SECNAV, in issuing policy and guidance on the DON COOP plan. Acts on behalf of DNS as the primary POC for DON COOP policy matters. Coordinates with N3/N5 to ensure DON COOP plan is maintained per CJCS and OSD COOP plans and ensures DON COOP plan and activities enable execution of DON Mission Essential Functions (MEF).

b. Executive Assistant (DNS-A)/Executive Secretary (DNS-1). Coordinates activities of Director, Navy Staff (DNS) Front Office staff for the Director. Additional responsibilities include:

(1) Serves as principal contact point among Navy Staff Executive Assistants (EAs) for DNS and manages DNS' schedule.

(2) Serves as first level supervisor for the DNS Schedule/Protocol Secretary.

(3) Organizes, plans and controls administrative matters, ensuring submission of completed staff work to DNS. As such, serves as Executive Secretariat (DNS-1) Division Director.

(4) Advises and assists DNS in consideration of policies and problems.

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(5) Provides answers to inquiries of policy and non-policy nature when DNS' views are known.

(6) Performs liaison with other OPNAV Principal Officials, Joint Staff, OSD and SECNAV EAs.

c. Deputy Executive Assistant (DNS-A1). Assists the DNS Executive Assistant. Additional responsibilities include:

(1) Assists the EA in liaison with other OPO Staff for meeting scheduling, action items, routing of taskings via email and phone.

(2) Manages DNS Front Office daily routine.

(3) Acts as EA in absence of the incumbent and serves as Executive Assistant to the Deputy Director.

(4) Serves as primary liaison for Navy Staff Operations Center, Naval District Washington, and other senior organizations to disseminate critical information to DNS, the DNS Staff, and Navy Staff.

(5) Coordinates SECNAV, CNO, and VCNO Flag Representation Watchbill, assigning flag officers to various collateral duties or events.

(6) Overall manager of Visiting Flag Offices (VFOs).

(7) Coordinates evaluations/fitness reports for the DNS Staff.

(8) In coordination with the Assistant for Legal and Legislative Matters, processes Military Airlift requests for Navy Staff and assigned Echelon 2 commands.

(9) Coordinates topics for Wrap-up.

d. Scheduling and Protocol Assistant (DNS-PS). Provides broad secretarial and administrative support to DNS. Additional responsibilities include:

(1) Schedules and deconflicts dates of meetings and conferences. Makes necessary adjustments to DNS calendar and advises all persons and organizations concerned, while keeping DNS up-to-date on all changes.

(2) Plans domestic and overseas travel. Coordinates all travel, lodging, rental cars, and other transportation requirements. Coordinates and schedules all meetings for DNS while on travel.

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(3) Coordinates speaking engagements and other personal commitments pertaining to DNS official role.

(4) Assists DDNS and EA on document management controls, scheduling, computer applications, and official social activities.

(5) Coordinates closely with CNO Staff and SECNAV Staff to ensure schedules are complementary and coordinated.

(6) Serves as an alternate technical expert on Navy Protocol matters, for both military and civilian issues and events. Makes arrangements for formal and informal conferences and meetings by DNS, DDNS, or EA.

(7) Provides and collects essential material to prepare DNS sufficiently in advance of meetings. Assists in the collection of the meeting plans, agenda, conference materials, briefs, handouts and slides as read-aheads for DNS.

(8) Maintains and routinely updates the directory of all DNS contacts, to include all business/home addresses, phone numbers, names of their personal secretaries/EAs, and any other information requested by DNS.

(9) Maintains an annual history of chronological events for historical purposes.

(10) Serves as the primary control on all flag fitness reports prepared for DNS' review. Responsible for their preparation, corrections and routing, as well as quality control and their timely completion and submissions.

e. Executive Secretariat (DNS-1). Serves as the lead office and central hub within Navy Staff for coordination, networking and shared awareness of all important and urgent issues. Additional responsibilities include:

(1) Conducts oversight of all externally and internally generated tasks requiring action by OPOs and their staffs.

(2) Ensures the proper timing, sequencing and coordination of tasks with the Navy Staff.

(3) Provides awareness of current and future HOT issues to CNO, VCNO, DNS and OPOs.

(4) Provides Navy Staff key decision makers with precise and timely knowledge management.

(5) Acts as the primary Navy Staff task management liaison to coordinate responsiveness of the various correspondence systems used within Navy Staff, to include the

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OPNAV Tasker System, Department of the Navy (DONPIC)
Congressional Information Management System (CIMS) and N3/N5
Joint Action Control Office (JACO).

Enclosure (4) contains the mission and functions of DNS-1.

f. Executive Decision Management Office (EDMO) (DNS-2).
Serves the CNO and VCNO through aggressive and comprehensive interaction with the OPNAV Staff and numerous Navy-wide commands. DNS-2 aligns staff-wide actions to directly support the CNO's agenda. Additional responsibilities include:

(1) Management of the senior leadership decision-making process, through a series of deliberative periodic meetings and presentations to transmit the correct information in a timely manner to SECNAV, CNO, VCNO and OPOs.

(2) Assists DNS in controlling the flow of information and prioritizing staff actions to meet SECNAV, CNO, VCNO and DNS timelines. DNS-2 action officers are assigned OPNAV N-codes and Assistant Secretary of the Navy (ASN) directorates to closely coordinate with those organizations and to transmit priorities up the chain that highlight CNO, VCNO and DNS attention on important and urgent business.

(3) Assists in assuring Program Objectives Memorandum (POM), Joint Capability, Corporate Business Council, CNO War Council, Discovery and Invention, and other OPNAV processes are orchestrated and coordinated across OPOs and are executed in a timely and efficient manner.

Enclosure (5) contains the mission and functions of DNS-2.

g. Director of Management (DNS-3). Directs the management functions of the Navy Staff. Provides for efficient headquarters performance by overseeing headquarters and shore and fleet organization management; personnel support services; security support; Navy Staff manpower management; OPNAV and Navy Management Control Program management; OPNAV audit liaison; DON Privacy Act and Freedom of Information Act program management; OPNAV liaison for the Naval Inspector General; and Navy military awards management.

Enclosure (6) contains the mission and functions for DNS-3.

h. OPNAV Command Information Office (OPNAV CIO) (DNS-4).
Serves as principal advisor to the Director, Navy Staff on business improvement and Information Management/Information Technology (IM/IT). Additional responsibilities include:

(1) Advises on similar issues at the DON level through coordination with DONCIO and Assistant Chief of Naval Operations

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(Information Technology) (ACNO (IT))/Deputy DONCIO (DDCIO), as well as participation in DON level fora.

(2) Manages and improves administrative business processes and supporting software applications across the Navy as the Administration Functional Area Manager (FAM) Lead.

(3) Manages the IM/IT environment for the OPNAV staff through policy, guidance, and oversight of software applications/systems, data, network security and IT services, including Navy Marine Corps Intranet, IT support for Continuity of Operations Planning and OPNAV Web Services.

Enclosure (7) contains the mission and functions for DNS-4.

i. DON Records Management Office (DNS-5). Serves as principal advisor to the Director, Navy Staff for the Department of the Navy (DON) Center of Excellence for implementation of business improvement opportunities for effective and efficient management of records; to advise the DON on records management best practices; to advise the Navy in reengineering business processes, and the underpinning Information Technology (IT) infrastructure and services that support electronic forms, reports, directives and records; to manage the enterprise records management tool, TRIM Context, and provide centralized leadership of the DON Records Management program; to coordinate with the Department of the Navy Chief Information Officer (DONCIO) on recommendations for the implementation of forms, reports, and records policy across the Navy; to coordinate with the Assistant for Administration, Under Secretary of the Navy (AAUSN) on recommendations for the implementation of directives policy across the Navy; to support the Office of the Chief of Naval Operations (OPNAV) Continuity of Operations Plan (COOP).

Enclosure (8) contains mission and functions for DNS-5.

j. Department of the Navy Program Information Center (DONPIC) (DNS-6). Supports DNS in directing the Navy Staff in preparations for Congressional testimony for senior Navy leadership; coordinates responses to Congress via OLA (authorization matters) and FMBE (appropriations matters), and ensures these Congressional requirements are consolidated and provide a consistent, single DON perspective. Additional responsibilities include:

(1) Carry out DON Program Information Center (DONPIC) tasking responsibilities in support of OLA and FMBE Congressional inquiries. DONPIC Congressional tasks are assigned by DNS-1 to the appropriate OPNAV or ASN staff, and at times directly to Echelon 2 and Systems commands, to staff and forward back to Congress through OLA and FMBE, as appropriate.

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(2) Serves as Navy's official clearinghouse on all Congressional program requests for briefs, information, testimonies/hearing statements and other Congressional activities.

Enclosure (9) contains the mission and functions of DNS-6.

k. DNS Staff Offices. DNS Staff offices report directly to DDNS.

(1) OPNAV Command Master Chief (DNS-C) serves as the Navy Staff senior enlisted leader under DNS.

(2) Equal Employment Opportunity/Equal Opportunity (EEO/EO) Advisor (DNS-E) serves as principal advisor to DNS in the management of EEO/EO Programs for the Navy Staff and for CNO echelon 2 commands who do not have a Command Deputy EEO Officer/EO Advisor. This position serves under an MOA to share services with the Secretary of the Navy.

(3) Director of Field Support (DNS-F) reports to DNS in the management of resources (funds, manpower and facilities) in support of OPNAV Activity Budget, the programs and commands comprising the DNS Resource Sponsorship, for non-Base Operating Support (non-BOS) funding for CNO Echelon 2 commands that are not Budget Submitting Offices (BSOs), for Joint Commands where Navy is assigned Executive Agent responsibilities, and for numerous centrally paid Navy bills.

(4) Director of Naval History (DNS-H) reports to DNS on historical matters.

(5) Director, Naval Reserve Support (DNS-R) is the primary point of contact for DNS for management of Selected Reserve manpower and personnel resources assigned to Navy Staff.

Enclosure (10) contains the mission and function statements for the DNS Staff Offices.

6. Disestablishment and Alignment of Codes and Functions. All former N09B codes are disestablished, with codes and functions aligned per enclosure (2).

7. Action

a. All DNS organizations identified in paragraph 3 shall:

(1) With the exception of DNS-E, DNS-F, DNS-H, and DNS-R, prepare and submit Standard Forms-52 to DNS-3 to align civilians to the new codes within 30 days of the date of this Notice.

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(2) Review and update directives sponsored by their respective organizations within six months of the date of this Notice.

b. DNS-1, in coordination with DNS-2, N3/N5 (JACO), and DONPIC (CIMS) shall update procedures for tasking, tracking and reporting status of actions within 30 days of the date of this Notice.

c. DNS-1 and DNS-4 shall coordinate electronic directory code updates and related IT changes within 30 days of the date of this Notice.

d. DNS-3, within 30 days of the date of this Notice, shall:

(1) Draft a NAVADMIN to announce changes to N09B codes and functions.

(2) Submit TFMMS package to Field Support Activity to align manpower.

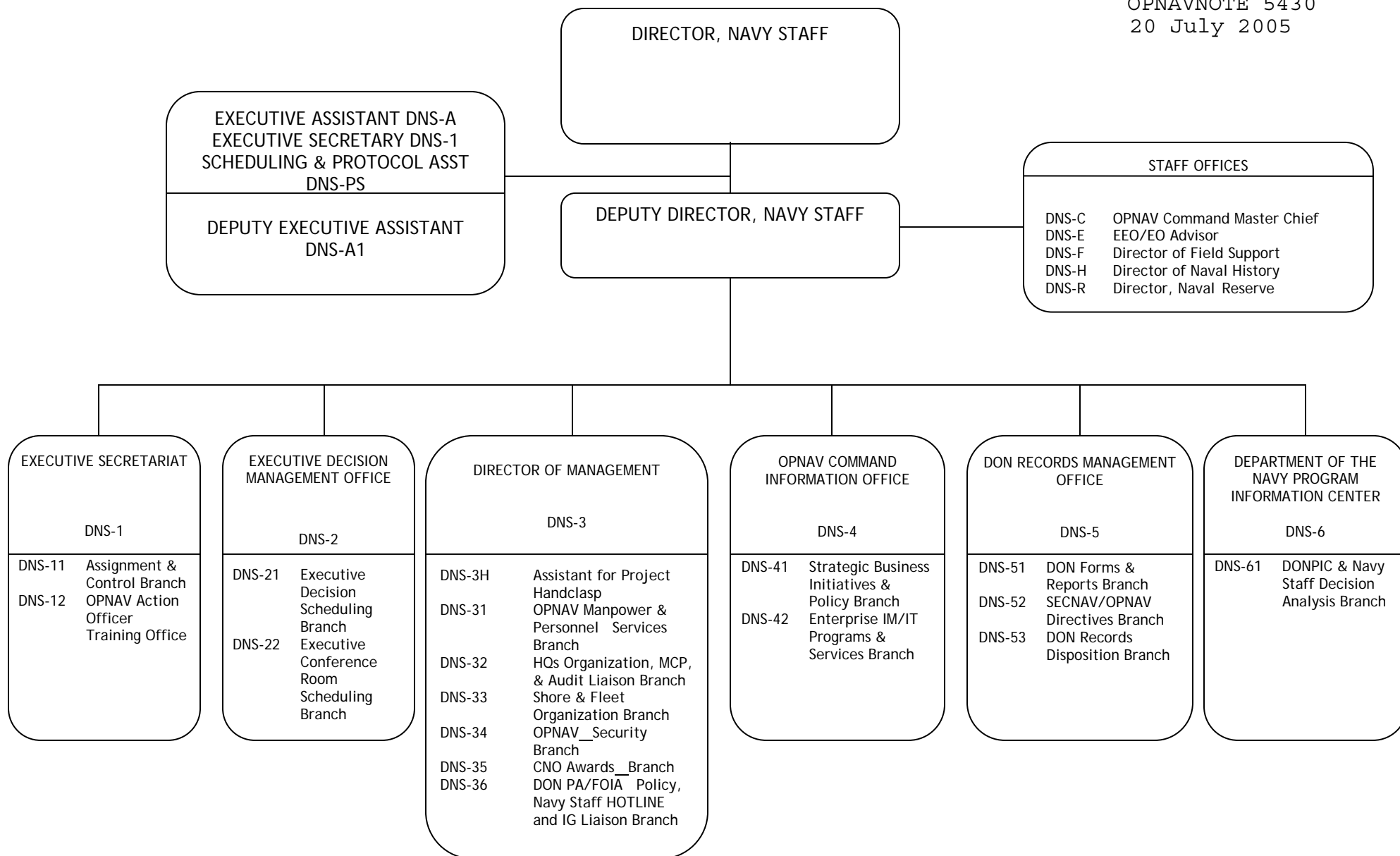
e. N09D shall prepare and submit Standard Forms-52 to DNS-3 to align civilian billets from N09BL to N09D within 30 days of the date of this Notice.

8. Report. Reporting requirement contained in enclosure (6) is exempt from reports control by SECNAVINST 5214.2B.

9. Cancellation Contingency. When contents are incorporated into the next edition of reference (b).

R. F. WILLARD
Admiral, U.S. Navy
Vice Chief of Naval Operations

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**DISESTABLISHMENT OF N09B STAFF CODES AND ALIGNMENT OF FUNCTIONS
TO NEW DNS CODES**

1. Reference (a) disestablished N09B as a code for Director, Navy Staff. Accordingly, N09B staff codes are aligned per the following:

a. N09BC, OPNAV Chief Information Officer. Functions of N09BC are aligned to DNS-4.

b. N09BD, Assistant for Civilian Personnel and SES Policy.

(1) SES Policy, DCPD Functions, and Liaison responsibilities with Secretariat/Headquarters Human Resources Office (S/HHRO) were previously aligned to N1/NT. Specific organization information has been published in OPNAVNOTE 5430 Ser N09B17/4U682403 of 16 April 2004 Change Transmittal 1.

(2) Navy Staff Civilian manpower functions are aligned to DNS-31.

c. N09BE, Assistant for Equal Employment Opportunity and Equal Opportunity. Functions of N09BE are aligned to DNS-E.

d. N09BF, Assistant for Field Support. Functions of N09BF are aligned to DNS-F. DNS-F remains an additional duty responsibility for Director, Field Support Activity.

(1) OPNAV budget and DNS resource sponsorship functions are aligned to DNS-F.

(2) Navy Staff travel and training expenditure monitoring are aligned to DNS-31.

e. N09BH, Director of Naval History. Functions of N09BH are aligned to DNS-H. DNS-H remains an additional duty responsibility for Director, Naval Historical Center.

f. N09BL, Assistant for Legal and Legislative Matters. Functions of N09BL are aligned to N09D in the office of the Vice Chief of Naval Operations.

g. N09BN, Navy Staff Career Counselor. Functions of N09BN are aligned to DNS-C.

h. N09BU, Assistant for Navy Uniform Matters. The functions of N09BU were previously aligned to N1/NT. Specific organization information is contained in OPNAVNOTE 5430 Ser N09B17/4U682404 of 16 April 2004.

i. N09BW, Command Master Chief for OPNAV. The functions of N09BW are aligned to DNS-C.

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j. N09BX, Assistant for Staff Operations and Special Events. The functions of N09BX are aligned to DNS-2.

k. N09B1, Organization and Management Services Division. The functions of N09B1 are aligned to DDNS, DNS-1, DNS-3, and DNS-4:

(1) N09B1H, Assistant for Project Handclasp. The functions of N09B1H are aligned to DNS-3H.

(2) N09B10, DON Privacy Act and FOIA Policy Branch. The functions of N09B10 are aligned to DNS-36.

(3) N09B11, Security Branch. The functions of N09B11 are aligned to DNS-34.

(4) N09B12, Military Support Branch. The functions of N09B12 are aligned to DDNS, DNS-31, and DNS-32:

(a) Flag Watch to DNS DEA.

(b) PASS Liaison Representative, ADSW, IA Coordinator, and Selection Board Liaison to DNS-31.

(c) Military Manpower to DNS-31.

(d) Physical Readiness Program, Funeral Support, and Casualty Assistance Calls Program to DNS-32.

(5) N09B13, Awards Branch. The functions of N09B13 are aligned to DNS-35.

(6) N09B14, Administrative Services Branch. The functions of N09B14 are aligned to DNS-1.

(7) N09B15, Navy Directives & Records Management Branch. The functions of N09B15 are aligned to DNS-5.

(8) N09B16, Headquarters, Shore and Fleet Organization Branch. The functions of N09B16 are aligned to DNS-32 and DNS-33:

(a) Headquarters Organization; CNO Committee Management including Federal Advisory Committees; OPNAV Administrative Manual (OPNAVINST 5000.48C); Standard Organization and Regulations of the U.S. Navy (SORM) (OPNAVINST 3120.32C); Major Headquarters Activities (MHA) Organization Advisor; and Navy policy on convening conferences (OPNAVINST 5050.24F) to DNS-32.

(b) Shore and Fleet Organization to DNS-33.

(9) N09B17, ORF, Management Control, and Audit Liaison Branch. The functions of N09B17 are aligned to DNS-F and DNS-3:

Enclosure (2)

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(a) ORF to DNS-F;

(b) OPNAV Hotlines and Navy IG Liaison to DNS-36 and

(c) Management Control Program and OPNAV Audit
Liaison to DNS-32.

(10) N09B18, Supply and Space Control Branch. Functions of N09B18 were aligned to Assistant for Administration, Under Secretary of the Navy effective January 2001.

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**Assistant For Legal And Legislative Matters
N09D**

Mission: To advise and assist the Navy Staff in legal, legislative, organizational, and disciplinary matters.

Functions

1. Serves as counsel to VCNO.
2. Prepares and coordinates CNO comments on items of legislation (except authorizations and appropriations), Executive Orders and proclamations.
3. Reviews and coordinates proposed changes to U.S. Navy Regulations for SECNAV approval.
4. Prepares and coordinates gifts to the Navy under CNO and SECNAV approval authority.
5. Coordinates the review of JAG Manual records of investigations (except those dealing with security violations).
6. Reviews, as required, the legal aspects of proposed organizational changes.
7. Prepares and reviews VCNO recommended action on disciplinary matters, courts-martial, and complaints of wrong.
8. Provides legal and administrative services in standards of conduct/conflict of interest matters and acts as principal Navy Staff ethics counselor.
9. Provides legal advice and other legal services for the Navy Staff, as required.

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**MISSION AND FUNCTIONS OF
EXECUTIVE SECRETARIAT
DNS-1**

Mission: To provide the CNO and VCNO a single, comprehensive Executive Secretariat under the DNS for managing and tracking of all Navy Staff action items and taskings.

Functions

Assignment and Control Branch (DNS-11)

1. Serves as the central authority for prioritizing, managing and tracking of all Navy Staff action items/taskings.
2. Oversees all action tracking systems and monitors performance. Ensures process integration and coordination among Navy Staff organizations.
3. Sets and evaluates action processing standards, policy and procedures for the Navy Staff. Acts as task management liaison for Navy Staff (Taskers System-TV3) to include DONPIC (CIMS) and N3/N5 (JACO).
4. Ensures proper close out of completed action items/tasks and supports records archiving.
5. Complements and works iteratively with CNO, VCNO, and DNS personal staffs to support routine and/or internal correspondence and task management functions.
6. Orients efforts in anticipation of parallel and sequential SECNAV requirements.
7. Serves on various working groups (e.g., SECNAV REACT) to update the current correspondence tracking systems used by SECNAV or Navy Staff.

OPNAV Action Officer Training Office (DNS-12)

1. Schedules Navy Staff Action Officer Training. Coordinates training with briefers.
2. Conducts TV3 system use and Navy Staff procedural training for Navy Staff Action Officers (AO) and personnel. Ensures Navy Staff Directorates are trained in proper records preparation and disposal techniques, and in correspondence preparation and extension procedures.

Enclosure (4)

**MISSION AND FUNCTIONS OF
EXECUTIVE DECISION MANAGEMENT OFFICE (EDMO)
DNS-2**

Mission: To serve CNO through an aggressive and comprehensive interaction with the OPNAV Staff and numerous Navy-wide commands; to align staff-wide actions to directly support the CNO's agenda; to identify and bring to CNO, VCNO, and DNS' attention important and urgent business; to ensure Program Objectives Memorandum (POM), Joint Capability, Sea Enterprise, and numerous additional OPNAV processes are orchestrated and coordinated across N-codes, and executed in a timely and efficient manner.

Functions

Executive Decision Scheduling Branch (DNS-21)

1. Manages, schedules, and records summaries for meetings in the integrated Executive Decision Making (EDM) process for CNO and VCNO; meetings include CNO fora and 3-Star Board of Directors meetings (3-Star BOD). Schedules and assists with the Navy Requirements Oversight Council (NROC), Navy & Marine Corps Boards (NMCB, BIG-10, BIG-12), and other decision-making fora as directed by CNO, VCNO, or DNS. As such, EDMO:

a. Coordinates the preparation for the deliberation of the Navy programs and plans in Executive Decision Making (EDM) meetings for CNO, VCNO, and other executive decision makers. Provides analytical oversight and recommendations for Navy initiatives within OPNAV. Ensures the decision-making process is collaborative, adequately reflects resource sponsor inputs, and supports CNO's agenda.

b. Orchestrates, documents, and tracks OPNAV decision-making process for POM, Joint Capability, Zero Based Review, BRAC, and other executive-level matters addressed in CNO fora and 3-Star BODs.

c. Produces the schedule of EDM fora listed in paragraph 1 above and orchestrates process prerequisites for the 3 and 4-Star level fora.

d. Communicates with external Echelon 1 and 2 commands (Combatant Commanders, CFFC, SYSCOM, etc.) for inclusion in the

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OPNAV EDM process. Coordinates Video Tele-conference (VTC) participation as required.

2. Acts as the principal advisor to the DNS on OPNAV staff activity. Provides general development and implementation oversight of plans, programs, and policies by staffing OPNAV packages to DNS. Facilitates OPNAV staff integration, functioning, and alignment with Joint processes. Arbitrates the resolution of differences between OPNAV staff and Navy shore and fleet activities in support of CNO, VCNO, and DNS guidance.

3. Coordinates the review and formation of Navy program positions for CNO release to other services, DOD agencies, and JCS as required.

4. Coordinates logistics support for CNO conferences and special events including All-Flag Officer Training Symposia (AFOTS); 3-Star/4-Star and Retired Flag Officer Conferences, with OPNAV Staff assistance as directed by DNS.

Executive Conference Room Scheduling Branch (DNS-22)

1. Operates and maintains three executive conference rooms for use by SECNAV, CNO, VCNO, and OPNAV Principal Officials: the CNO's Conference Room, the Program Evaluation Center (PEC) and the Director, Navy Staff's Conference Room.

**MISSION AND FUNCTIONS OF
DIRECTOR OF MANAGEMENT
DNS-3**

Mission: To direct the management functions of the Navy Staff and select Navy and Department of the Navy management programs to provide for efficient headquarters performance.

Functions

1. Administers the Command Inspection Program for specified activities for which DNS is designated Command Assist Official (CAO). Monitors, tracks, and conducts follow-up on recommendations.
2. Assists VCNO in the monitoring of follow-up on audit, inspection and investigation findings. (DNS-32, DNS-36)
3. Serves as OPNAV central control point for NAVINSGEN requests, taskings, unresolved issues, or finding disagreements. Tracks assigned actions, and assists in resolution of issues. (DNS-36)
4. Manages, coordinates, and reports on Hotline referrals directed to the Navy Staff for appropriate action by NAVINSGEN. (DNS-36)
5. Exercises primary responsibility for effective management of Project Handclasp operations under administrative and resource sponsorship of DNS. (DNS-3H)
6. Executes policy guidance provided by N3/N5 (specifically N52) as program sponsor for Navy overseas development assistance programs. (DNS-3H)

OPNAV Manpower and Personnel Services Branch (DNS-31)

1. Serves as PASS Liaison Representative (PLR) and Educational Services Officer.
2. Coordinates administrative personnel services for military personnel assigned to the Navy Staff and the OPNAV Support Activity (OPNAVSUPPACT).
3. Provides for assignment and replacement of enlisted personnel within the Navy Staff and OPNAVSUPPACT.
4. Processes Active Duty for Special Work (ADSW) requests.
5. Coordinates Navy Staff Selection Board participation requirements.

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6. Processes military personnel change requests, providing validated change data to CHNAVPERS, and maintains Navy Staff and OPNAVSUPPACT Military Personnel Authorizations.
7. Manages Navy Staff military (active and reserve) and civilian manpower.
8. Allocates military and civilian personnel allowances for Navy Staff programs. Maintains data integrating military and civilian staffing within the Navy Staff.
9. Acts as central point of contact within Navy Staff for temporary duty travel. Reviews all Navy Staff travel orders for correctness, assigns appropriate accounting data, issues internal Navy Staff guidance on temporary duty travel matters, and interprets travel policy.
10. Monitors and controls Navy Staff training expenditures.
11. Develops and administers the Command Urinalysis Testing Program for assigned naval personnel.

**Headquarters Organization, Management Control Program, and Audit
Liaison Branch (DNS-32)**

1. Coordinates Navy Staff organization actions and proposals. Provides recommendations to DNS concerning organizational changes to the Navy Staff.
2. Serves as primary point of contact for DON and Navy Staff organizational information; maintains official DON and Navy Staff organization charts; and provides technical assistance in organization matters as requested. Function shared with DNS-33.
3. Develops Navy-wide policy on convening conferences involving the use of Navy temporary duty funds, and monitors internal Navy Staff compliance. Recommends concurrence/non-concurrence on Navy Staff-sponsored conferences that require DNS approval.
4. Develops Navy Staff organization policy and standards.
5. Administers the Federal Executive Boards (FEB) Program for DON.
6. Administers the CNO Committee Management Program, including Federal Advisory Committees (FACs) sponsored by the Navy Staff and the CNO chain of command, and non-FACs sponsored by the Navy Staff.
7. Maintains list and documentation of executive agent assignments assigned to the Navy Staff and CNO subordinate commands.

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8. Maintains and publishes the following Manuals: OPNAVINST 5430.48 (Series), OPNAV Organization Manual; and OPNAVINST 5000.48 (Series), OPNAV Administrative Manual.
9. Prepares correspondence to advise OSD of changes to the list of Navy management headquarters activities contained in DOD Directive 5100.73. Function shared with DNS-33.
10. Coordinates changes to the Standard Organization and Regulations Manual of the U.S. Navy (SORM), OPNAVINST 3120.32C.
11. Develops and implements policy and procedures for managing Navy Staff actions on NAVAUDSVC findings, recommendations, visit requests, and reporting.
12. Serves as Navy Staff central control point for NAVAUDSVC requests, taskings, unresolved issues, or finding disagreements. Tracks assigned actions in CNO, and assists in resolution of issues.
13. Maintains liaison with and arranges pre-resolution meetings of Navy Staff and NAVAUDSVC representatives with NAVINSGEN (UNSECNAV's designated decision facilitator) for adjudication of unresolved NAVAUDSVC issues or recommendations.
14. Implements DOD and DON policy and procedures for the Management Control (MC) Program. Develops and issues MC Program guidance for Navy Staff and CNO command subordinates.
15. Analyzes reports of MC evaluations or alternative sources (e.g., audits, inspections, investigations, or reports indicating fraud, waste, abuse or mismanagement problems) to determine trends, or identify systemic or Navy-wide material weaknesses.
16. Directs and/or monitors corrective action on identified material weaknesses or deficiencies. Develops and maintains a follow-up system to verify initiation, completion, adequacy or effectiveness of corrective actions.
17. Prepares the annual CNO MC Program Certification statement for CNO signature, based on Navy Staff and other CNO command inputs, as well as other periodic MC Program reports required by SECNAV.
18. Develops and issues CNO guidance concerning the DON Command Evaluation Program.
19. Serves as Navy Staff Casualty Assistance Calls Officer (CACO) program coordinator to provide CACOs from the N-codes.
20. Manages Funeral Support Program for Navy Staff.
21. Manages the Navy Staff Physical Readiness Program.

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Shore and Fleet Organization Branch (DNS-33)

1. Maintains the Chain of Command for officially established Navy shore activities and detachments and makes it available to the Navy community electronically.
2. Maintains the Administrative Chain of Command for Navy fleet activities and makes it available to the Navy community electronically.
3. Maintains the Homeports and Permanent Duty Stations listing for all Navy fleet units and makes it available to the Navy community electronically.
4. Manages the Standard Navy Distribution List (SNDL) database; updates it monthly and posts changes electronically.
5. Coordinates actions to establish or disestablish SECNAV/CNO-sponsored shore activities and detachments. Implements establishment, disestablishment or modification actions by publishing OPNAV 5450 notices, per OPNAVINST 5450.169 (Series).
6. Issues administrative assignments of units in the operating forces of the Navy (OPNAVINST 3110.3 (Series)). With SECNAV approval, assigns homeports to new construction ships of the Navy operating forces, and approves changes of homeports for ships as requested by the Fleet Commanders (FLTCOMs) for force planning purposes. Establishes and disestablishes units of the operating forces of the Navy. Assigns permanent duty stations to aviation squadrons, construction battalions, and other activities and staffs in the operating forces of the Navy, per OPNAVINST 3111.14 (Series).
7. Sponsors and maintains the following additional SECNAV and OPNAV instructions: SECNAVINST 5450.4 (Series), Establishment and Disestablishment of Shore (Field) Activities of the Department of the Navy; OPNAVINST 5400.24 (Series), Command, area coordination and command relationships; OPNAVINST 5450.171 (Series), Responsibility for Shore Activity Mission, Functions and Tasks, and Organization Instructions.
8. Maintains the Navy Organization Request Management System (NORMS) website.

OPNAV Security Branch (DNS-34)

1. Develops and administers the Navy Staff Physical, Personnel, Industrial and Information Security Programs.
2. Coordinates action on the Navy Staff TEMPEST and technical SECURITY programs.

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3. Assigns VIP parking, manages the Navy Staff's policy for distribution of Pentagon parking permits and issues NDW Decals for assigned naval personnel.
4. Administers the issuance of passes to Navy Staff personnel and visitors for DOD Building Passes.
5. Controls and maintains accountability records for Top Secret and all NATO material received in the Navy Staff. Provides for the Navy Staff Top Secret Control Officer, Mandatory Declassification Review (MDR) and Critical Nuclear Weapon Design Information (CNWDI) programs.
6. Coordinates Anti-Terrorist and Force Protection program, building evacuations, escape mask issuance and foreign travel briefing requirements for Navy Staff personnel.
7. Provides Security Branch support to SECNAV Secretariat as addressed in various memoranda between the Assistant for Administration, Under Secretary of the Navy and Director, Navy Staff.

CNO Awards Branch (DNS-35)

1. Provides, coordinates, and processes action on all recommendations referred to CNO relating to military decorations, medals, commendations, and operations. Provides oversight in the execution of CNO Awards Boards.
2. Maintains the Navy Department Awards Web-based Service (NDAWS), the Department of the Navy's awards database of all personal awards and unit awards.
3. Provides administrative support to SECNAV in processing and adjudicating awards presented to foreigners from the U.S. Navy.
4. Serves as CNO point of contact for acceptance and retaining of foreign awards awarded to U.S. personnel from foreign governments.
5. Serves as custodian for all foreign gifts of more than minimal value presented to U.S. Navy personnel or members of their family. Maintains inventory, secures items turned in, and coordinates sale to recipient or transfer of items to the General Services Administration (GSA). Provides annual report to the State Department for the Department of the Navy.
6. Provides technical advice regarding Navy awards policy, procedures and processing to BUPERS, DOD, JCS, other services, and Navy commands. Periodically publishes OPNAV awards instructions and notices. Responsible for providing input to

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SECNAV regarding updates to the Navy/Marine Corps Awards Manual (SECNAVINST 1650.1 (Series)).

7. Responds to and provides adjudication to inquiries for both contemporary and old awards from all sources. Serves as DON action officer for processing, coordination and adjudication of awards and awards policies submitted under Section 526 of the National Defense Authorization Act (NDAA) of 1996.

8. Serves as action officer on JCS actions regarding awards. Attends and represents CNO at meetings with DOD and other services for all awards matters.

9. Manages the administrative operations of the Navy Department Board of Decorations and Medals (NDBDM), established by the Secretary of the Navy (SECNAV) to provide assistance and advice in all matters of policy, procedures, and administration with regard to decorations and medals in the DON; coordinates and processes all awards and awards policy procedures for the SECNAV (contemporary and old). Provides support for the SECNAV Awards Board meetings. Oversees, reviews and ensures compliance with SECNAVINST 1650.1 (Series) of all delegated authority commands for awards processing.

10. Serves as DON action officer for all Congressional and DOD-mandated awards initiatives and special projects. Provides research, data and responses for the CNO (and SECNAV/DOD) to Congressional taskers and inquiries.

11. Manages the Navy's official awards website:
<https://awards.navy.mil>

**DON Privacy Act/Freedom of Information Act (FOIA) Policy, Navy
Staff Hotline and IG Liaison Branch (DNS-36)**

1. Manages the Department of the Navy's Privacy Act (PA) and Freedom of Information Act (FOIA) Programs.

2. Authors two SECNAV Instructions: Privacy Act: SECNAVINST 5211.5 (Series) and Freedom Of Information Act: SECNAVINST 5720.42 (Series).

3. Codifies those instructions and all DON exempt systems of records in the Code of Federal Regulations.

4. Issues policy letters to the field regarding high interest items.

5. Maintains the Navy's inventory of over 160 Privacy Act systems of records notices: adding, deleting, amending or altering each system as required.

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6. Provides written and telephonic guidance to the field on PA, FOIA, and For Official Use Only (FOUO) matters.
7. Designs, conducts, and approves training on PA and FOIA.
8. Manages two websites: privacy.navy.mil and foia.navy.mil.
9. Compiles the DON Annual FOIA Report for submission to the Department of Defense (DOD) and Department of Justice (DOJ).
10. Serves as Release Authority and Initial Denial Authority for the Secretary of the Navy, Chief of Naval Operations, and the General Counsel of the Navy.
11. Works with Chief of Information (CHINFO), Judge Advocate General of the Navy (JAG), Office of General Counsel (OGC), and other Navy organizations on high visibility cases/litigation.
12. Represents the DON on boards and committees dealing with PA/FOIA; reviews for approval all DOD computer matching agreements; serves as expert Navy witness for litigation issues. Reviews and comments on all proposed legislative items regarding PA and FOIA.
13. Coordinates on all SECNAV/OPNAV instructions and forms that address Privacy, FOIA, FOUO.
14. Conducts staff assistance reviews/visits regarding compliance by DON activities with FOIA and PA.
15. Maintains the SECNAV/OPNAV Reading Room of electronic documents.
16. Conducts PA/FOIA oversight regarding complaints DON-wide.
17. Processes Secretary of the Navy, Under Secretary of the Navy, Chief of Naval Operations, Vice Chief of Naval Operations and General Counsel of the Navy documents for disclosure under FOIA.
18. Tracks all FOIA requests for Navy Staff/SECNAV staffs and the Naval Historical Center and prepares their submission to the DON's Annual FOIA Report to DOD and DOJ.
19. Notifies senior officials in SECNAV, Navy Staff, and CMC of FOIA requests that may become highly visible. This is done through the ATTENTION FOIA protocol.
20. Serves as OPNAV central control point for NAVINSGEN requests, taskings, unresolved issues, or finding disagreements. Tracks assigned actions in CNO, and assists in resolution of issues.

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21. Manages, coordinates, and reports on Hotline referrals directed to the Navy Staff for appropriate action by NAVINSGEN.

**MISSION AND FUNCTIONS OF
OPNAV COMMAND INFORMATION OFFICE
DNS-4**

Mission: To serve as principal advisor to the Director, Navy Staff (DNS) on implementation of business improvement opportunities; to advise DNS on Information Management/Information Technology (IM/IT) policies; to lead and advise the Navy Staff in reengineering business processes and their underpinning IT infrastructure and services; to manage centralized IT services such as Navy Marine Corps Intranet (NMCI) and OPNAV Web Services; to coordinate with Department of the Navy Chief Information Officer (DONCIO) and Deputy DONCIO (Navy) (DDCIO) on process improvements and policy recommendations for implementation across Navy; to support Navy Continuity of Operations, coordinating across Navy and SECNAV organizations.

Functions

Strategic Business Initiatives and Policy Branch (DNS-41)

1. Develops IM/IT strategies, data standards, technical architectures, and policies to support DNS goals and objectives. Implements and maintains a system for capital planning, linking IT expenditures to clear business objectives.
2. Coordinates with DONCIO, Assistant Chief of Naval Operations (ACNO) (IT)/DDCIO, and other DON level forums on strategic initiatives, providing recommendations and improving alignment with Navy Staff efforts.
3. Identifies opportunities for improving business processes both within Navy Staff and across the DON, leveraging off of current enterprise initiatives (e.g., NMCI, enterprise file shares, Navy Enterprise Portal). Supports DNS as the Administrative Functional Area Manager (FAM), managing administrative processes across the Navy and the portfolio of software used to support those processes.

Enterprise IM/IT Programs and Services Branch (DNS-42)

1. Manages an IM/IT environment that supports the business and information needs of the Navy Staff.
2. Manages classified (SECRET) and unclassified network services for the Navy Staff. Serves as the Customer Technical Representative (CTR) for NMCI and provides similar oversight for legacy networks until eliminated or replaced by NMCI.
3. Manages IT/network security. Serves as Navy Staff Information System Security Manager (ISSM).

4. Manages the portfolio of software applications used to support Navy Staff operations and processes. This management must be aligned with DON enterprise efforts (e.g., FAM, NMCI, Navy Enterprise Portal). In addition to desktop software applications, management includes provision of, and support for, web and server-based applications (e.g., HQWeb, Taskers) provided through centralized funding and infrastructure. These software services will be expanded, as appropriate, to address wider requirements across the DON (e.g., NDAWS, Navy UIC Management, NORMS, FlagSESWeb, DON Directives).

5. Coordinates with the N3/N5 Continuity of Operations (COOP) team to manage COOP plans for the DNS staff. Manages Navy Staff enterprise COOP IT issues including accessibility and redundancy of shared networks and data.

**MISSION AND FUNCTIONS OF
DON RECORDS MANAGEMENT OFFICE
DNS-5**

Mission: To serve as the Department of the Navy (DON) Center of Excellence for implementation of business improvement opportunities for effective and efficient management of records; to advise the DON on records management best practices; to advise the Navy in reengineering business processes, and the underpinning Information Technology (IT) infrastructure and services that support electronic forms, reports, directives and records; to manage the enterprise records management tool, TRIM Context, and provide centralized leadership of the DON Records Management program; to coordinate with the Department of the Navy Chief Information Officer (DONCIO) on recommendations for the implementation of forms, reports, and records policy across the Navy; to coordinate with the Assistant for Administration, Under Secretary of the Navy (AAUSN) on recommendations for the implementation of directives policy across the Navy; to support the Office of the Chief of Naval Operations (OPNAV) Continuity of Operations (COOP).

Functions

1. Serves as the Director of Records for the DON. Develops Secretary of the Navy (SECNAV) records management policy and implements the records management program across the entire Navy.
2. Provides records management oversight and guidance, and issues procedures to the immediate offices of SECNAV, OPNAV and their staff offices for managing records.
3. Establishes and issues policy and guidance for the capture of Navy records from deployed forces.
4. Develops and distributes policy for Navy correspondence management, Standard Subject Identification Code (SSIC) filing system, directives management, reports management and monitoring, forms management and migration, and vital records. (DNS-51, DNS-52)

**MISSION AND FUNCTIONS OF
DON RECORDS MANAGEMENT OFFICE
DNS-5**

DON Forms and Reports Branch (DNS-51)

1. Directs the design and review, and coordinates the use of forms and reports across the Navy.
2. Maintains Navy Standard (SF) and Optional (OF) forms, updates Department of Defense (DD) forms for Navy use, manages SECNAV and Navy Staff forms programs, and directs the Navy electronic forms program.
3. Manages the Public and Interagency Reports programs for the Navy, the SECNAV and Navy Staff reports programs, and the Navy's public reporting program including preparation and submission of the annual Information Collection Budget (ICB) report to the OMB through OSD.
4. Prepares forms and reports case files and background material for electronic conversion.
5. Provides required printing services for CNO, VCNO and DNS.

SECNAV/OPNAV Directives Branch (DNS-52)

1. Directs efforts of the SECNAV/OPNAV Directives Control Office, maintains master case folders of SECNAV and OPNAV directives, processes DOD directives for Navy master files.
2. Maintains the Navy Electronics Directives System (NEDS), Navy Electronics Forms (Navy Forms Online), and Department of Navy Records Management web presence. (Shared with DNS-51)
3. Processes SECNAV/OPNAV CLASSIFIED instructions to facilitate dissemination for the Navy.

DON Records Disposition Branch (DNS-53)

1. Maintains liaison with the National Archives and Records Administration (NARA) to develop and approve new disposition regulations and guidelines of DON records.

**MISSION AND FUNCTIONS OF
DEPARTMENT OF THE NAVY PROGRAM INFORMATION OFFICE (DONPIC)
DNS-6**

Mission: To advise the CNO on the coordination, development and dissemination of Navy program information, expressions of Navy policy, and issues of Navy interest which are communicated to Congress; to ensure the Navy's programmatic and legislative positions are accurate, timely, articulate, and a fully coordinated DON positions.

Functions

1. Serves as the single Navy Staff point of contact for inquiries from OSD and Congress (normally via Office of Legislative Affairs (OLA)/Office of Budget (FMBE). Information reviewed and/or provided is used to brief CNO, Commandant of the Marine Corps, the Secretary of the Navy, and senior officials from the Joint Staff, Office of Secretary of Defense, Defense Agencies and other Services and to prepare principals for congressional hearings.
2. Oversees review of conference and bill language to identify/prepare reports required by the Congress from the Department of the Navy.
3. Provides input in the development of annual DON Posture Statement and the Secretary of Defense's Annual Report to the President and the Congress.
4. Oversees the administration of the Department of the Navy Congressional Information Management System (CIMS).
5. Manages the preparation process for Congressional Hearings; identifies key congressional interest areas and program vulnerabilities; directs the preparation of background papers, witness statements, and oral remarks; ensures documents are compatible with previous testimony; and clears briefs by various Navy activities in advance of their presentation to congressional staffs to ensure they are consistent with Navy's legislative strategies and programmatic positions.
6. Coordinates the review and formation of Navy program positions for CNO release to other services, DOD agencies and JCS as required.
7. Reviews Congressional testimony transcripts of Navy principals for accuracy, correctness, and completeness.

**MISSION AND FUNCTIONS OF
DNS STAFF OFFICES**

OPNAV Command Master Chief (DNS-C)

Mission: To serve as the senior enlisted leader and advisor to the Director, Navy Staff (DNS).

Functions

1. Formulates and implements policies concerning morale, welfare, job satisfaction, discipline, utilization, and training of Navy enlisted personnel assigned to the Navy Staff.
2. Advises DNS on sensitive and current issues impacting enlisted personnel assigned to the Navy Staff.
3. Works with the Navy Staff to foster a better understanding of the needs and viewpoints of enlisted members and their families.
4. Serves as a member of the Master Chief Petty Officer of the Navy (MCPON) Panel providing senior enlisted leadership input on all matters pertaining to the Navy enlisted community.
5. Monitors the Navy Staff Career Counselor and career development programs.
6. Provides career benefits/Transition Assistance counseling to all enlisted, officers and family members.
7. Provides technical guidance to the Navy Staff Career Counselor and Navy Staff retention team members.
8. Manages the command indoctrination program.
9. Administers the VCNO Shore Sailor of the Year Program.

Equal Employment Opportunity/Equal Opportunity Advisor (DNS-E)

Mission: To serve as principal advisor to DNS in the management of Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Programs and development of command-wide policies and plans for CNO echelon 2 commands who do not have a Command Deputy EEO Officer/EO Advisor.

Functions

1. DNS-E is additional duty from the staff of the Assistant for Administration, Under Secretary of the Navy (AAUSN).

2. Serves as Deputy Equal Employment Opportunity Officer (DEEOO) for civilians and as Equal Opportunity Advisor (EOA) for the military in the Navy Staff.

3. Serves as Command Deputy Equal Employment Opportunity Officer (CDEEOO) and Echelon 1 EOA for CNO echelon 2 activities who do not have a CDEEOO and EOA, providing direction, guidance, and assistance in EEO and EO matters.

4. Participates with line and staff managers in developing and reviewing current and proposed EEO/EO policies, programs, and decisions affecting civilian and military personnel administration to ensure consistency and compliance with DON policy.

5. Develops methods for reviewing EEO activity policies, procedures, actions, achievements, and problems concerning improvement of the status of minorities and women. Initiates actions to assist activities in overcoming impediments.

6. Advises activity heads on formulation and implementation of changes in policies pertaining to EEO/EO and diversity issues for CNO echelon 2 activities not having a CDEEOO/EOA.

7. Provides guidance to activity EEO and EO officials in developing and carrying out effective EEO/EO programs and in processing and resolving complaints of discrimination.

8. Manages and administers Alternate Dispute Resolution Program for Navy Staff and CNO echelon 2 activities not having a CDEEOO.

9. Conducts command EEO/EO surveys and assist visits to ensure and promote program compliance.

10. Develops the Affirmative Employment Plan for Minorities and Women, Plan Updates and Accomplishment Reports for Navy Staff and CNO Echelon 2 activities not having a CDEEOO. Prepares consolidated reports for serviced activities for the Federal Equal Opportunity Recruitment Program (FEORP), the Disabled Veterans Affirmative Action Program (DVAAP) and the Affirmative Action Program for Persons with Disabilities.

11. Advises the Director, Navy Staff, as EEO/EO Officer, on all matters pertaining to EEO/EO complaints of discrimination and sexual harassment, which are elevated by Echelon 2 activities to CNO for processing or resolution.

12. Serves as DNS' representative for EEO/EO matters, for consultation with activity officials, command civilian personnel

managers, other headquarters EEO/EO officials, and the staff of the DON Director of Equal Employment Opportunity.

13. Administers the EEO Program (Civilian) and EO Program (Military) for OPNAV and CNO Echelon 2 activities not having a CDEEO/EOA.

14. Administers the military Family Advocacy Program (FAP) for OPNAV and acts as the command representative for the Navy Staff.

15. Manages/oversees the Military Drug and Alcohol Abuse Prevention Program for OPNAV and CNO echelon 2 activities not having an EOA as the Alcohol and Drug Control Officer (ADCO). Serves as OPNAV's Command Drug and Alcohol Program Administrator (DAPA).

16. Manages/oversees the Sexual Assault Victim Intervention (SAVI) Program for Navy Staff.

17. Monitors the military Affirmative Action Plans for those CNO echelon 2 activities not having an EOA.

18. Manages the Navy Staff's military Command Financial Specialist program.

Director Of Field Support (DNS-F)

Mission: To serve as principal advisor to DNS for the programming of resources (DNS Resource Sponsorship); to manage resources (funds, manpower and facilities) in support of Navy Staff Activity Budget, for non-Base Operating Support (non-BOS) funding for CNO Echelon 2 commands that are not Budget Submitting Offices (BSOs), for Joint Commands where Navy is assigned Executive Agent responsibilities, and for numerous centrally managed programs, functions and bills; and to manage the CNO Official Representation Funds (ORF) account.

Functions

1. DNS-F is additional duty for the Director, Field Support Activity.

2. Formulates and justifies budget estimates for funding support of OPNAV Departmental Headquarters, OPNAVSUPPACT, and OPNAV Reserve Program. Administers and allocates funds appropriated for those programs. Disburses funds, sets annual budget limits and monitors performance and expenditures by OPNAV Principal Officials.

3. Allocates Official Representation Funds (ORF) to major naval commands. Monitors use of ORF resources, reviews circumstances

when purpose requires a waiver, and prepares recommendations for CNO or SECNAV approval. Maintains fiscal records and prepares documentation and justification for ORF budget.

4. Serves as principal DNS contact in executing assigned resource sponsorship responsibilities, including:

a. Preparing and submitting Sponsor Program Proposals (SPPs) and Sponsor Change Proposals (SCP) and other programming inputs to N80.

b. Reviewing assigned programming data base elements to ensure logical structure, determining changes required, and initiating action to effect changes.

Director Of Naval History (DNS-H)

Mission: To advise DNS on historical matters and to plan for, direct and maintain oversight of the conduct of historical programs of the Navy.

Functions

1. DNS-H is additional duty for the Director, Naval Historical Center.

2. Develops Navy-wide policy on historical matters, including maintaining a Command History Program to ensure that operations of the Navy are properly documented.

3. Provides policy for collection, organization, declassification, and preservation of significant historical records and material.

4. Develops requirements for research in and publication of naval histories; promotes the study of naval history within and outside the Navy and encourages the growth of historical awareness among naval professionals.

5. Advises DNS (the designated OPNAV Command Assist Official (CAO)) on matters related to management of the Naval Historical Center.

6. Prepares CNO correspondence relating to names and sponsors for ships, facility names, ships' anniversary and commissioning letters, and historical data plaques.

7. Serves as Curator for the Navy in planning and overseeing programs to acquire, preserve and manage items of historical value held by all naval commands and activities.

8. Develops policy for the management of historic naval state craft, and acts as administrative permitting agency for archaeological activity affecting them.
9. Develops policy for and coordinates the activities of Navy museums, and monitors the activities of memorialized ships and non-governmental naval and maritime museums.
10. Sets policy for all art owned by the Navy, including acquisition, conservation and display of Navy Art.
11. Manages Naval Historical Center Funding and is the cognizant official for gifts of personal property for the benefit of the Naval Historical Center.
12. Maintains liaison and represents DNS in dealings with other Navy activities and DOD and non-DOD agencies on Navy history, museum, art and library program matters; and speaks for DNS at conferences, committees, study groups, panels, etc.
13. Maintains various mediums of classified (up to Secret) and unclassified CNO master files (paper, microfiche, CD-ROM, and other electronic media) dated from 1948. Maintains in-house tracking system for collecting data and correspondence.
14. Prepares CNO records for retirement to the Federal Records Center. Retrieves records from National Archives and Federal Records Center for dissemination of information to public/government personnel. Performs quality control checks on records that are stored in-house and at the Federal Records Center.

Director, Naval Reserve Support (DNS-R)

Mission: To serve as the primary liaison between DNS and the OPNAV unit commanding officers.

(Note: For fitness report purposes and other guidance, OPNAV unit commanding officers report to the OPNAV Principal Official supported, per OPNAVINST 1001.26.)

Functions

1. Acts as the primary point of contact for management of Selected Reserve (SELRES) manpower and personnel resources.

2. Manages the processes required to collect, evaluate, and prioritize requirements for Naval Reserve support to the Navy Staff.

3. Manages the processes required to apply SELRES resources, including time, skills, and qualifications, to Navy Staff priority projects. Chairs the meetings of the Operational Support Review Board (OSRB).

4. Establishes and maintains standard operating procedures relating to SELRES matters.